

## Entering prime and sub contractor payment information

After adding a missing audit, you can enter payment data for the contract's prime and sub contractors. If your prime payment data is imported from your financial system, you do not need to manually enter it.

You can also edit payment information.

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**NOTE:** If your payment data is imported, you receive a warning alert if you try to edit the prime contractor payment. You may continue, but you should determine why the payment amount is incorrect or missing before making any changes.

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### To add (or edit) prime contractor payment information

1. On the **Contract Management: Audit History** page, click the **View Audit** hyperlink for the period for which you want to add payment information.  
The Contract Audit: Audit Summary page displays for the selected audit period.
2. In the **Payment to Prime** area, click the **Submit** hyperlink.

**Contract Audit: Audit Summary for October 2012** Help & Tools

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**4600009807: Electric Supply Agreement between City of Houston and the Texas General Land Office, State Power Program. #C55805** (View Special Notes on Contract) Status: **Open**  
 Prime: Texas General Land Office Goal: **15.00%** Current Award: **\$1,332,000,000**  
 4/14/2004 - 7/31/2013 % Credit: **12.84%** Total Paid: **\$918,884,083**  
For Credit: **\$117,959,836**

Audit Information	
Audit Time Period	October 2012
Audit Reference	<a href="#">Add Reference</a>
System Audit Number	00373938-104
Date Posted	Local: 11/1/2012 6:01:22 AM CDT System: 11/1/2012 6:01:22 AM CDT
Final Audit?	No ( <a href="#">mark audit as final</a> )
Payment to Prime	Not Reported ( <a href="#">Submit</a> )

<< View September 2012 Audit <<

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**NOTE:** If prime payment information has already been imported from an external financial system, the link will be **Edit**.

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- In the **Amount** field, enter the payment information.

**Audit Information** ?

Audit Time Period	September 2012
Audit Reference	<a href="#">Add Reference</a>
System Audit Number	00703034-003
Date Posted	Local: 10/3/2012 6:00:06 AM CDT System: 10/3/2012 6:00:06 AM CDT
Final Audit?	No ( <a href="#">mark audit as final</a> )
Payment to Prime	Not Reported ( <a href="#">Submit</a> )

You can add the amount paid to the prime. Any changes will permanently replace information from your financial system.

Amount For September 2012 \* \$ 0.00

Payment Date  (mm/dd/yyyy)

Comments \*

- In the **Comments** field, enter information about the payment.
- Click **Save**.
- Click **OK** to confirm you want to add the payment.

**To add subcontractor payment information**

- On the **Contract Audit: Audit Summary** page, in the **Subcontractors** area, click the **Edit** hyperlink.

Subcontractors - September 2012 <span style="float: right;">?</span>									
Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub	Total Payments to September 2012	Contracted Percent	Actual Percent	
<a href="#">Sub Flooring, LLC [Info]</a> Veronica Lopez <a href="mailto:sub@b2gnow.com">sub@b2gnow.com</a> P 602-325-9277, F 602-325-9277	No	Sub 100%	MBE	Not Reported <span style="border: 1px solid red; border-radius: 50%; padding: 1px;">Edit</span>	--	\$0.00	15.000%	0.000%	

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

- In the **Amount PAID** field, enter the payment information.

**Audit Information** ?

Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.

**Amount PAID For September 2012 \*** \$

>> Do NOT enter invoice amount.

**Payment Date**

>> Enter payment date if you made a payment during September 2012.  
>> If multiple payments were made, enter the date of the first payment.

**Payment Detail** (Optional) Enter details of PAID check numbers and amounts for September 2012. This optional detail will speed up the subcontractors' confirmation of your payment information. This information will be displayed to Sub Flooring, LLC.

**Attach File(s)**

**Comments** These comments are visible ONLY to the contract contract compliance officer and prime contractor. They are not visible to Sub Flooring, LLC.

- From the **Payment Date** calendar, select the date on which the payment was made.
- Click **Review**.
- If the information is correct, click **Save**.

Once each subcontractor has confirmed the payment, the audit is complete.

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**NOTE:** In most cases, the prime contractor will report its subcontractor payments. The CCO needs to add or update subcontractor payments only if the prime is unable to do so.

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### Resolving a discrepancy

If a prime contractor and subcontractor disagree on an amount paid, the system creates a discrepancy. The system sends an email message to the vendors to notify them of the issue and request they self-resolve the discrepancy. If they are unable to resolve the discrepancy, the Contract Compliance Officer (CCO) may be required to take action.

To view the discrepancy, you access the Discrepancy Resolution screen, which displays contact information for the CCO, the prime, and the subcontractor. It is the vendor's responsibility to contact the CCO for assistance in resolving the discrepancy. The comments from the prime and the subcontractor are visible on this page. Timing of the billing cycle and payment reporting are the two most common causes of discrepancies.

When both parties agree to a resolution, they can complete the process themselves, or the CCO can finish the discrepancy resolution by clicking Resolve Discrepancy and then completing the form.

Your Dashboard displays total discrepancies.

<a href="#">Contract Audits</a> [Hide]	Last 30 days	Last 3 months	Last 12 months
Total Audits	<a href="#">3</a>	<a href="#">6</a>	<a href="#">7</a>
Incomplete Audits >>	<a href="#">2</a>	<a href="#">4</a>	<a href="#">5</a>
Discrepancies >>	<a href="#">0</a>	<a href="#">1</a>	<a href="#">1</a>

Click any number to view the list of discrepancies.

To **resort** click on column title. To **filter** click on the drop down menu. [Refresh Table](#)

Status	Audit Period	Contract #	Prime	Contract Title	Paid to Prime
Discrepancy	Last 3 mos		All	All	
<b>1 Discrepancy</b>	<b>August 2012</b>	<a href="#">100010002</a>	B2Gnow Test Vendor 4	Maintenance contract	\$23,250.00

**To access a discrepancy**

1. On the **Diversity User Control Panel: Contract Audits** page, in the **Audit Period** column, click the hyperlink for the time period you want to view.  
The Contract Audit: Audit Summary page displays for the specified time period.
2. In the **Subcontractors** box, click either **Resolve** link.

Subcontractors - August 2012								
Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub	Total Payments to August 2012	Contracted Percent	Actual Percent
 <a href="#">Sub Flooring, LLC</a> [Info] Veronica Lopez <a href="mailto:sub@b2gnow.com">sub@b2gnow.com</a> P 602-325-9277, F 602-325-9277	No	Sub 100%	 SBE	<b>\$100.00 Discrepancy</b> <a href="#">Resolve</a> <a href="#">Resolve</a>		\$100.00	20.000%	0.144%

- Review the information and work with the parties to determine and resolve the situation.

**Contract Audit: Discrepancy Resolution** Help & Tools

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**100010002: Maintenance contract** Status: **Open**  
 Prime: **B2Gnow Test Vendor 4** Current Award: **\$100,000**  
 6/1/2012 - 12/31/2012 Total Paid: **\$100,000**  
Goal: **80.00%**  
% Credit: **0.25%** For Credit: **\$250**

A discrepancy has been reported for this audit for the listed time period. If the audit is pending a response, click the **Resolve Discrepancy** button to submit information.

Resolve Discrepancy | August 2012 Audit | Subcontractor Payment History

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**Discrepancy Resolution** ?

Status **Awaiting prime and subcontractor response.**

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**Audit Information** ?

Audit Time Period	August 2012
Audit Number	00703078-002

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**Original Audit Data Reported** ?

Amount Reported by Prime	\$100.00	Included in Goal <a href="#">(change)</a>
Amount Reported by Subcontractor	\$0.00	
Payment Date (Prime Reported)	8/31/2012	
Retainage Withheld?	No	
Subcontractor Private Comments	Not received.	

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**Discrepancy Resolution Data Reported** ?

New Amount Reported by Prime	No response yet.
New Amount Reported by Subcontractor	No response yet.

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**Contract Compliance Officer Information** ?

Contract Compliance Officer	<a href="#">Houston Admin7</a>
Organization	City of Houston
User Number	30000001-004
Email	
Phone	713-837-9027
Fax	713-837-9050

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**Prime Information** ?

Business Name	<a href="#">B2Gnow Test Vendor 4</a>
Vendor Number	<a href="#">20018259</a>
Contact	<a href="#">Justin Talbot-Stern</a>
Email	<a href="mailto:b2gnowtest4@b2gnow.com">b2gnowtest4@b2gnow.com</a>
Phone	602-325-9277
Fax	602-325-9277

**Subcontractor Information** ?

Business Name	<a href="#">Sub Flooring, LLC</a>
Vendor Number	<a href="#">20009304</a>
Contact	<a href="#">Veronica Lopez</a>
Email	<a href="mailto:sub@b2gnow.com">sub@b2gnow.com</a>
Phone	602-325-9277
Fax	602-325-9277

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**Prime Audit** ?

Responder	
Name	<a href="#">Houston Admin7</a>
Response Date	Local: 10/1/2012 8:33:37 AM CDT System: 10/1/2012 8:33:37 AM CDT

**Subcontractor Audit** ?

Responder	
Name	<a href="#">Houston Admin7</a>
Response Date	Local: 10/1/2012 8:34:30 AM CDT System: 10/1/2012 8:34:30 AM CDT

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**Prime Discrepancy Response** ?

Responder	
Name	No response yet.

**Subcontractor Discrepancy Response** ?

Responder	
Name	No response yet.

Resolve Discrepancy | August 2012 Audit | Subcontractor Payment History

- When the final data is complete, click **Resolve Discrepancy**.
- In the **Discrepancy Resolved** area, select an option, and if necessary, enter the final amount.

- To include comments or files, enter or attach them, as needed.

Select a resolution option, enter comments if needed, and click **Save Response**.

**Discrepancy Resolved? \***

- The **\$100.00** originally reported by the prime is correct.
- The **\$0.00** originally reported by the subcontractor is correct.
- None of the amounts are correct. The amount should be \$

**Public Comments**  
These comments are visible to all parties connected to this record.

**Private Comments**  
These comments are visible ONLY to the contract compliance officer.

**Attach File(s)**

**Confirmation**  Send me confirmation of my response.

- Click **Save Response**.
- Click **OK** to confirm you want to save the resolution information.

## Audit management

There are four buttons on the contract audits that you can use to maintain your contract audits.



**Mark Remaining Prime Entries as Zero** – Indicates the prime contractor has not made any subcontractor payments or the remaining incomplete audit lines are \$0. Click the button to complete the audit lines with \$0.

**Mark Unconfirmed Sub Entries as Confirmed** – Indicates one or more subcontractors have not confirmed their payments. This button confirms all incomplete audit lines. If a subcontractor has completed work, edit the subcontractor record to indicate that the final payment was received. The subcontractor will not be included in future audits.

**Submit All Incomplete Records** – Allows you to bulk enter subcontractor payments. You can only use this function the first time a subcontractor payment is recorded. Payment edits must be done individually.

**Extend Reporting Deadline by Two Weeks From Today** – Extends the reporting deadline by two weeks. The prime contractor can enter payments and the subcontractors can confirm payments. The reporting time period varies depending on your organization’s preference and is usually 15 to 90 days.

## Extending a reporting deadline

When audit data becomes available for reporting, both prime contractors and subcontractors have a set amount of time to respond before the audit closes. The time period varies depending on your organization’s preference and is usually 15 to 90 days. There are times when vendors will miss the reporting deadline or need to correct amounts they reported in previous months. Depending on your access rights, you can extend the reporting deadline in two week intervals to allow vendors to report their payments.

### To extend the reporting period for one audit period

1. If necessary, locate and open the contract.
2. On the **Contract Management** page, click the **Compliance Audit List** tab.
3. Click the **View Audit** hyperlink for the time period you want to extend.
4. Click **Extend Reporting Deadline By Two Weeks From Today**.

Prime Contractor - June 2012									
Prime Contractor	Cert	Inc. in Goal	This Period	Prime's Share This Period	Total to June 2012	Prime's Share Total to June 2012	Contracted Percent	Actual Percent	
<a href="#">B2Gnow Test Vendor 4 [Info]</a> <a href="#">Justin Talbot-Stern</a> P 602-325-9277 F 602-325-9277 b2gnowtest4@b2gnow.com	No	No	\$25,750.00 <a href="#">(Edit)</a>	\$25,750.00	\$25,750.00	\$25,750.00	60.000%	0.000%	

Click prime name to view payment history for this contract. Click contact person's name to send them a message.

Subcontractors - June 2012									
Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Confirmed By Sub	Total Payments to June 2012	Contracted Percent	Actual Percent	
<a href="#">Sub Flooring, LLC [Info]</a> <a href="#">Veronica Lopez</a> <a href="#">sub@b2gnow.com</a> P 602-325-9277, F 602-325-9277	No	Sub 100%		Not Reported <a href="#">Edit</a>	--	\$0.00	20.000%	0.000%	

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

5. Click **OK**.

### To extend the reporting period for all audits on the contract

1. If necessary, locate and open the contract.
2. On the **Contract Management** page, click the **Compliance Audit List** tab.
3. Click **Extend Reporting Deadline By Two Weeks From Today**.

Sep 2012	10/1/2012	\$30,750	1	1	\$150	0	0	\$0	1	\$150	0	\$0	<a href="#">View Audit</a>
Aug 2012	10/1/2012	\$23,250	1	1	\$100	0	1	\$100	0	\$0	0	\$0	<a href="#">View Audit</a>
Jul 2012	10/1/2012	\$20,250	1	0	\$0	1	0	\$0	0	\$0	0	\$0	<a href="#">View Audit</a>
Jun 2012	10/1/2012	\$25,750	1	0	\$0	1	0	\$0	0	\$0	0	\$0	<a href="#">View Audit</a>

4. Click **OK**.